



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812



Materials and Processes  
Laboratory, EM01

Metals Engineering  
Branch, EM30

EM30-QRL  
02/11/2005

# METALS ENGINEERING BRANCH QUALITY RECORDS LISTING

<u>RELEASE AUTHORITY</u>	<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Management Representative	Timothy P. Vaughn	Branch Chief	EM30	02/11/2005

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT  
<http://maptis.nasa.gov/em30/em30masterlist.html/>  
ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE  
**FOR REFERENCE ONLY**

Marshall Space Flight Center EM30 Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 2 of 8

## DOCUMENT HISTORY LOG

Revision	Date	Originator	Description
Baseline	02-11-2005	P. Johnson	Document rebaselined due to reorganization of Departments and Laboratories at the Center.

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT  
<http://maptis.nasa.gov/em30/em30masterlist.html/>  
 ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE  
**FOR REFERENCE ONLY**

Marshall Space Flight Center EM30 Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 3 of 8

## 1 SCOPE

- 1.1 **SCOPE:** This document provides a compiled listing of Quality Records produced by the Metals Engineering Branch within the scope defined by MPD 1280.1.
- 1.2 **PURPOSE:** To establish a single listing of Quality Records within the Metals Engineering Branch and its component teams.
- 1.3 **APPLICABILITY:** This Quality Records Listing applies to the Materials and Processes Laboratory, Metals Engineering Branch and its component teams.

## 2 APPLICABLE DOCUMENTS

- |      |             |   |
|------|-------------|---|
| 2.1  | MPD 1280.1  | Marshall Management Manual.   |
| 2.2  | MPR 1410.2  | Document and Data Control for Organizational Issuances.                 |
| 2.3  | EM30-WI-001 | Control of Metals Engineering Work Instructions.                        |
| 2.4  | EM30-WI-002 | EM30 Work Tracking, Product Traceability and Control, and Data Control. |
| 2.5  | EM30-WI-003 | Materials and Failure Analysis.   |
| 2.6  | EM30-WI-004 | Stress Corrosion Test Procedure.  |
| 2.7  | EM30-WI-005 | Weld Development Work Procedures  |
| 2.8  | EM30-WI-006 | Thermal Spray Facility Work Procedures.                                 |
| 2.9  | EM30-WI-007 | Plating Procedures.   |
| 2.10 | EM30-WI-008 | Processes Development Calibration and Verification Procedures           |
| 2.11 | EM30-WI-009 | Temperature Controller Verification Procedure for Plating Facility      |
| 2.12 | EM30-WI-010 | Micrometer and Caliper Verification Procedure                           |

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT

<http://maptis.nasa.gov/em30/em30masterlist.html/>

ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE

**FOR REFERENCE ONLY**

Marshall Space Flight Center EM30 Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 4 of 8

### 3 QUALITY RECORDS LISTING

3.1 The EM30 Quality Records Listing is a compilation of EM30 quality records that includes the following information:

- 3.1.1 Document Type
- 3.1.2 Document Format
- 3.1.3 Document Custodian
- 3.1.4 Physical Document Location
- 3.1.5 Document Retention Time

3.2 Document disposition after the prescribed document retention time is as follows:

- 3.2.1 Permanent Retention – A permanent copy of both paper and electronic quality records shall be retained indefinitely.
- 3.2.2 Expired Term Retention –
  - 3.2.2.1 After the prescribed document retention expiration date, paper copies of quality records shall be digitized and permanently stored electronically.
  - 3.2.2.2 After digitization, paper copies with expired retention can be destroyed upon management approval.
  - 3.2.2.3 All electronic quality records shall be kept indefinitely.

3.3 EM30 Branch Quality Records

Document Type	Document Format	Document Custodian	Physical Document Location	Document Retention Time
EM30 Branch Memoranda	Paper, Electronic	T. Vaughn, B. Gildon	Building 4612 Room 1016	Permanent
EM30 Organizational Work Instructions	Electronic	L. Huber	Building 4612 Room 1414	Permanent
EM30 Quality Records Listing	Electronic	L. Huber	Building 4612 Room 1414	Permanent

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT

<http://maptis.nasa.gov/em30/em30masterlist.html/>

ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE

**FOR REFERENCE ONLY**

Marshall Space Flight Center EM30 Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 5 of 8

EM30 Master List of Organizational Work Instructions	Electronic	L. Huber	Building 4612 Room 1414	Permanent
--	------------	----------	----------------------------	-----------

<p>THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT  <a href="http://maptis.nasa.gov/em30/em30masterlist.html/">http://maptis.nasa.gov/em30/em30masterlist.html/</a>  ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE  <b>FOR REFERENCE ONLY</b></p>
---

Marshall Space Flight Center EM30 Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 6 of 10

### 3.4 EM30 Materials Diagnostic Team Quality Records (Continued)

Document Type	Document Format	Document Custodian/ Alternate Custodian	Physical Document Location	Document Retention Time
SEM Digital Images	Electronic	G. Jerman, J. Coston	Building 4612 Room 1305	Permanent
EDS Spectral Data	Electronic	G. Jerman, J. Coston	Building 4612 Room 1305	Permanent
WDS Spectral Data	Electronic	G. Jerman, J. Coston	Building 4612 Room 1305	Permanent
Digital Camera Images	Electronic	G. Jerman, J. Coston	Building 4612 Room 1305	Permanent
Micro-Hardness Test Results	Electronic, Paper	W. DeWeese, G. Steele	Building 4612 Room 1305	10 Years
Macro-Hardness Test Results	Paper	W. DeWeese, G. Steele	Building 4612 Room 1302	10 Years
Optical Metallograph Images	Type 55 Polaroid Negative, Electronic	W. DeWeese, G. Steele	Building 4612 Room 1305	10 Years
Failure Analysis Database	Electronic	G. Jerman, J. Coston	Building 4612 Room 1305	Permanent
EM30 Diagnostics Laboratory Electronic Calibration Images and Spectra	Electronic	G. Jerman, J. Coston	Building 4612 Room 1305	Permanent

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT  
<http://maptis.nasa.gov/em30/em30masterlist.html/>  
 ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE  
**FOR REFERENCE ONLY**

Marshall Space Flight Center EM30 Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 7 of 10

### 3.5 EM30 Metallic Materials Engineering Team Quality Records

Document Type	Document Format	Document Custodian	Document Location	Document Retention Time
Corrosion Testing Logbook	Paper	P. Torres	Building 4612 Room 1309	10 Years
Plating Process Witness Coupons	Metallic	N. Ogozalek	Building 4612 Room 1203	10 Years
Plating Tank Note Books	Paper	N. Ogozalek	Building 4612 Room 1203	10 Years
Plating Calibration Verification Reports	Paper, Electronic	N. Ogozalek	Building 4612 Room 1203	10 Years

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT  
<http://maptis.nasa.gov/em30/em30masterlist.html/>  
 ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE  
**FOR REFERENCE ONLY**

Marshall Space Flight Center EM30Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 8 of 10

### 3.6 EM30 Process Development Team Quality Records

Document Type	Document Format	Document Custodian	Document Location	Document Retention Time
Thermal Spray Work Request	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Thermal Spray Work Request Logbook	Paper	K. Lawless, C. Russell	Building 4707 Room E110	10 Years
Welding Work Request	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Welding Work Request Logbook	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Welding Data Sheet	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook Weld Station 1	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook Weld Station 2	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook Weld Station 3	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook K&T Friction Stir Welder	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook Circumferential Weld Tool	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook Vertical Weld Tool	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook	Paper	K. Lawless,	Building 4711	10 Years

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT

<http://maptis.nasa.gov/em30/em30masterlist.html/>

ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE

**FOR REFERENCE ONLY**



Marshall Space Flight Center EM30Quality Records Listing		
Metallic Materials & Processes Group Quality Records Listing	Document: EM30-QRL	Revision: Baseline
	Date: 02-11-2005	Page: 9 of 10

K10 Robot Welding System		C. Russell	Room E110	
-----------------------------	--	------------	-----------	--

3.7 ED33 Process Development Team Quality Records (Continued)

Calibration Logbook Vacuum Plasma Spray System	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook Peaking and Mismatch Measurement Tool	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years
Calibration Logbook Shrinkage Measurement Tool	Paper	K. Lawless, C. Russell	Building 4711 Room E110	10 Years

THE MASTER VERSION OF THIS DOCUMENT IS LOCATED AT  
<http://maptis.nasa.gov/em30/em30masterlist.html/>  
 ALL OTHER ELECTRONIC AND PRINTED VERSIONS ARE  
**FOR REFERENCE ONLY**